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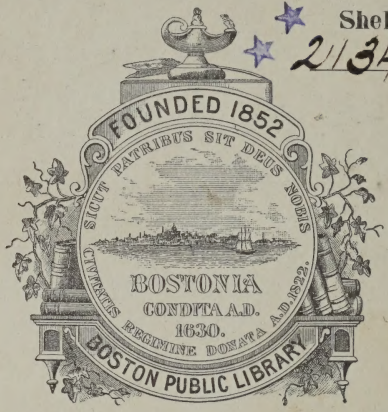

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# RULES AND REGULATIONS

FOR THE USE OF THE

# PUBLIC LIBRARY

OF THE

# CITY OF BOSTON.

BOSTON:
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B.H.

Dec. 11, 1893.

CITY OF BOSTON.

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PUBLIC LIBRARY,
18 *August*, 1863.

I certify that the following Rules and Regulations, established by the Board of Trustees, for the use of the Public Library of the City of Boston are now in force.

C. C. JEWETT,
*Sec'y of the Board of Trustees.*

At a meeting of the Board of Trustees of the Public Library of the city of Boston, held in the Library Building, on Tuesday the 6th day of August, 1861, several amendments, rendered necessary by the opening of the Upper Hall to the public, were made in three articles of the Rules and Regulations, as set forth by authority on the 15th of March, 1859.

The following are the articles in their amended form: —

## CHAPTER II.

Article 2. The Upper Hall in the Library shall be open from ten o'clock, A. M., until one half hour before sunset; and the books belonging to that portion of the Library must in all cases be applied for, and returned, within those hours, and in the Upper Hall.

Article 6. No person shall have for home use more than one volume from each hall on any one day, or more than two volumes at a time from both; and no book shall be retained, by the person borrowing it, more than fourteen days; provided always, that any book may be borrowed twice by the same person, but not more than twice, until it shall have been returned to the Library, and shall have remained there at least one full Library day.

Article 14. All books must be returned to the Library at such time before the annual examination in October, as may be required by the Trustees, under penalty of a fine of one dollar for each volume detained; but seasonable notice of the time of returning them shall be given in the newspapers that advertise for the City.

By order of the Trustees,

C. C. JEWETT, *Secretary.*

# RULES AND REGULATIONS

FOR THE USE OF THE

# PUBLIC LIBRARY OF THE CITY OF BOSTON.

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## CHAPTER I.

### OF THE USE OF THE READING ROOMS.

ARTICLE 1. The Reading Rooms shall be open from nine o'clock in the morning until ten o'clock in the evening of all secular days throughout the year, except the Seventeenth of June, and the five legal holidays, viz.: Washington's Birth Day; Fast Day; Independence Day; Thanksgiving Day, and Christmas Day: — provided always, that the President may direct the Library to be closed for a part or the whole of any one day, reporting the fact and his reasons for it, in writing, to the Trustees at their next meeting.

ARTICLE 2. All inhabitants of Boston above the age of sixteen years, of respectable character, and of such orderly conduct and condition as not to interfere with the occupations and comfort of others, shall have free access to the Reading Rooms during all the regular hours, first signing a promise that they will observe all the existing Rules and Regulations, and all that may be subsequently prescribed by due authority: — provided always, that minors shall bring certificates from their parents or guardians, in a form to be furnished by the Superintendent, setting forth that they are persons who ought to enjoy the privileges of the Public Reading

Rooms, and that such parents or guardians become responsible for their conduct while there. See Appendix, (1,) and (2.)

Article 3. All books belonging to the Library may, at the discretion of the Superintendent or Librarian, be used in the Reading Rooms — a discretion which they are required by the Trustees to exercise, especially in the case of minors, and in regard to books of great value or rarity.

Article 4. Every person entitled to use, in the Reading Rooms, the books of the Library, shall be furnished with a printed card, on which such person shall designate the particular book asked for, by entering, in blanks left for that purpose, the number of the shelf on which it stands, the number of the book on the shelf, and, if it be part of a set, the number of the particular volume, — all which numbers can be easily ascertained from the copies of the catalogue always on the tables of the Reading Rooms; — and this card, which must be presented whenever a book is asked for to be used in the Reading Rooms, will be retained so long as its owner retains the book; but no book, so received, shall, for any reason whatever, be removed from the Reading Rooms by the person receiving it. See Appendix, (3.)

Article 5. Every person who may visit the Reading Rooms shall return each of the pamphlets and periodicals such person may have used, to its proper place, and shall return each of the books used to the attendant.

Article 6. All conversation and conduct inconsistent with the quiet and orderly use of the Reading Rooms by the persons resorting to them are prohibited.

Article 7. Any person abusing the privileges of the Reading Rooms by unbecoming conduct or by the violation of any of the regulations, by intentional defacement of a book by writing in it, or in any other way, shall be reported to the Trustees as soon as may be, and by them excluded from the Library for a time, or permanently, according to the nature and degree of the delinquency or default; but, in case of any gross offence, the Superintendent or Librarian shall act summarily in the matter, and cause the offender to be, at once, excluded from the rooms, reporting the case to the Trustees as soon as possible, in writing, for their final decision. See Appendix, (2.)

Article 8. An alphabetical list of the names of all the persons enjoying the privileges of the Reading Rooms, shall be kept in the Library, the residence of each person being noted in it.

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## CHAPTER II.

### OF THE USE OF THE LIBRARY.

Article 1. The following persons shall be entitled to borrow books from the Library *for home use*, upon signing a promise to obey its Rules and Regulations.

*First.* All inhabitants of Boston above the age of eighteen years, known to the Officers of the Library

as proper persons to enjoy its privileges, or so recommended by some responsible citizen, who shall thus make himself liable for any loss resulting therefrom. See Appendix, (4.)

*Second.* All clergymen and teachers having regular occupation in the city, all members of the Girls' High and Normal School, and all medal scholars, and such others as shall have received Lawrence Prizes, with such others each year (not exceeding in number the medal scholars of each school for the said year,) as may be selected by the Chairman of its Sub-Committee to receive this reward for proficiency in their studies and for excellence of character. See Appendix, (5,) (6.)

*Third.* Any other inhabitant of Boston depositing the value of the volume asked for, if permitted to circulate (or of the set to which it may belong,) for which a receipt will be given; which sum shall be repaid, whenever the book and receipt are returned, after any fines incurred for injury to the book or its improper detention have been deducted. See Appendix, (7.)

Article 2. The upper hall in the Library shall be open from ten o'clock, A. M., until one half hour before sunset; and the books belonging to that portion of the Library must in all cases be applied for, and returned, within those hours, and in the upper hall.

Article 3. The lower hall of the Library shall be open for the delivery of books for home use from ten o'clock in the morning until eight o'clock in the evening, and for use in the Reading Rooms from nine o'clock in the morning to ten in the evening, on all the days when the Reading Rooms are open, except on such days as

the Trustees may designate, immediately before the annual examination of the Library.

Article 4. No books shall be taken from the shelves in any part of the Library by any person not employed in the service of the Library, except such books as are deposited in the Reading Rooms for reference.

Article 5. Books desired for home use must be designated by their numbers on a printed card to be given to the borrower for that purpose; and this card will be returned to its owner as soon as the book is charged, or if it cannot be furnished. See Appendix, (8.)

Article 6. No person shall have for home use more than one volume from each hall on any one day, or more than two volumes at a time from both; and no book shall be retained, by the person borrowing it, more than fourteen days; provided always, that any book may be borrowed twice by the same person, but not more than twice, until it shall have been returned to the Library, and shall have remained there at least one full Library day.

Article 7 No person, who has borrowed a book from the Library, shall lend it to any one not a member of the same household.

Article 8. A list of all persons entering their names for the purpose of borrowing books shall be kept in the Library; the residence of each individual, and the page where the loans are recorded, being inserted against the name.

Article 9. Whenever a book wanted by any one using the Library, does not belong to it, such person is particularly requested to enter the title of the book on a card furnished for the purpose, to which the person's name and residence shall be added. See Appendix, (9.)

Article 10. To protect the Library against loss, and to secure to all a just and equitable share in its benefits, any person detaining an imperial octavo or larger volume longer than the regulations permit shall be fined three cents for each day of detention, and two cents a day for the detention of a smaller volume; the Librarian being charged with the collection of these and all other dues to the Library.

Article 11. Any book detained one week beyond the time limited by these regulations, shall be sent for by the Librarian, and the expense thus incurred shall be paid by the person who has so detained it. See Appendix, (10.)

Article 12. Encyclopædias, Dictionaries, and other books needed for reference in the Library building; books not easily to be replaced, in consequence of their rarity or value; books expressly given for reference only; and books deemed by the Trustees to be unsuited for general circulation, shall be used only in the building; provided, nevertheless, that, in order to allow the widest practicable use of the Library consistent with its greatest efficiency, a person desiring to borrow any book whatever, (except such books as may have been given on condition that they should not be taken

from the Library,) and stating the reasons for it in writing to the Trustees, shall, if the reasons are deemed sufficient, be permitted to borrow it on proper conditions. See Appendix, (11.)

Article 13. All injuries to books beyond a reasonable wear, and all losses, shall be made good to the satisfaction of the Superintendent by the persons liable; every book detained above three months being held to be lost.

Article 14. All books must be returned to the Library at such time before the annual examination, as may be required by the Trustees, under penalty of a fine of one dollar for each volume detained; but seasonable notice of the time of returning them shall be given in the newspapers that advertise for the city.

Article 15. Any stranger or person visiting the city for the purpose of literary or scientific investigations, may, on being properly recommended, temporarily receive the benefits of the Reading Rooms, and the use of the books within the Library building, by signing the Strangers' Book.

Article 16. Any person abusing the privilege of taking books from the Library, by the violation of any of the regulations, by intentional defacement of a book by writing in it, or in any other way, shall be immediately reported to the Trustees, who shall, if they think the case requires it, exclude such person, for a time or permanently, from the Library, according to the nature and degree of the delinquency or default. See Appendix, (2.)

# APPENDIX.

**FORMS that will be needed in the administration of the Library according to the preceding Rules, and which shall always be furnished at the Library free of expense.**

(1.)

CERTIFICATE to be given by a Parent or Guardian, to a *Minor*, over sixteen years old, who wishes to frequent the *Reading Rooms* of the Public Library. (See Rules, I. 2,)

BOSTON, 18 .

The subscriber requests permission for , a *Minor*, residing at No. in Street, to frequent the *Reading Rooms of the Public Library*, and will become responsible for said Minor's observance of the Rules of the Library, and for any damage that may accrue to the Library in consequence of granting such permission.

Signed, *Parent*, [*or Guardian.*]
Residing at No. in Street.

(2.)

NOTICE to a person responsible for one who has failed to observe the Regulations of the Library. (See Rules I. 2 and 7, and II. 16.)

BOSTON, 18 .

To , residing at No. in Street.

A. B., residing at No. in Street, for whose observance of the Regulations of the Public Library you became surety on the day of 18 , has failed to observe them, and the *privilege is therefore withdrawn* by order of the Trustees.

Signed, *Librarian.*

(3.)

CARD *indispensable* for those who wish to read books belonging to the Public Library *in the building;* — which card, when its blanks are filled up, is to be returned to the Librarian, and another one issued by him in lieu of it. (See Rules I. 4.)

Books asked for *to be used only in the Library Building.*

By residing No. in Street.

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(4.)

VOUCHER for any person who, under the assurance of a respectable and responsible citizen, wishes *to borrow books* from the Public Library *for home use.* (See Rules, II. 1.)

BOSTON, 18 .

I, the subscriber, hereby certify that , residing at No. in Street, is *a fit person to enjoy the privileges of the Public Library*, and that I will be responsible for the observance, by said , of the Rules of the Library, and will make good any injury or loss the Library may sustain from the permission that may be given in consequence of this certificate.

Signed,

Residing at No. in Street.

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(5.)

CERTIFICATE for a pupil in the *Girls' High and Normal School.* (See Rules, II. 1.)

BOSTON, 18 .

This certifies that the bearer, , residing at No. in Street, is a pupil of the *Girls' High and Normal School* of the city of Boston, and, as such, entitled to the privileges of the Public Library.

Signed, *Master of the Girls' High and Normal School.*

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(6.)

CERTIFICATE for medal scholars and for others, selected on account of their merit, to receive the privileges of the Library. (See Rules, II. 1.)

BOSTON, 18 .

This certifies that the bearer, , residing at No. in Street, and *graduated with distinction at one of the public schools* of the city of Boston, in 18 , is, for proficiency in studies, and for good personal character, entitled to enjoy the privileges of the Public Library.

Signed, *Chairman of the Sub-Committee of School.*

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(7.)

RECEIPT given by the Librarian on taking a *deposit of money* as a pledge for the safe return of books borrowed from the Library. (See Bules, II. 1.)

PUBLIC LIBRARY, Boston, 18 .

Received of , residing at No. , the sum of *in deposit*, as a pledge for the safe return of books taken from the Library for home use; and the same is to be repaid on the delivery of this Receipt, after deducting any amount incurred for fines, unreasonable damage, or other dues.

Signed, *Librarian.*

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(8.)

CARD for those who wish to *borrow* books from the Library, which card is to be renewed whenever its blanks have been filled, and it has been returned to the Librarian. *It is indispensable* to those who ask for books for *home use.* (See Rules, II. 5.)

TAKEN FROM THE PUBLIC LIBRARY

*By* _____

*Residing* _____ *Page* _____

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(9.)

CARD for books *wanted*, but *not* in the Library. (See Rules, II. 9.)

BOSTON, 18 .

The subscriber recommends that a book entitled
in vols. in printed at in the year be procured for
the Public Library of the city of Boston.

Signed,

Residing at No. in Street.

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(10.)

FOR RECALLING a book that has been detained too long. (See Rules, II. 11.)

PUBLIC LIBRARY, Boston, 18 .

To , residing at No. in Street.

You are requested to deliver to the bearer
borrowed by you from the Public Library, *and which has been retained beyond the time allowed by the Regulations of the Library.*

*Librarian.*

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(11.)

SPECIAL PRIVILEGE to take out books not commonly circulated. (See Rules, II. 12.)

To the Librarian of the Public Library.

The bearer, residing at No. in
Street, is authorized to take out and retain the same for
the space of weeks.

Signed,

*Committee on*
*Special Permissions.*